Virginia Department of Juvenile Justice

BADGE
Balanced Approach Data Gathering Environment

Community Insight Reports User Manual

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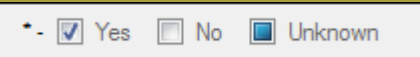
Key/Legend

The BADGE application and the manuals use various styles and icons. Below are their explanations. The **BADGE Application** covers all BADGE modules, the **BADGE Module** covers this specific module, and the **BADGE Report Buttons and Operations** covers report functions.

Individual users may not have read or write privileges for every module; therefore, you may not be able to add, edit, or delete certain information in BADGE.
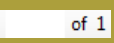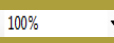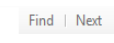
BADGE Application

Style/Symbol	Meaning
Calendar Screen Icon	In order to select a date, click the Calendar Screen Icon and select the date.
Help Button	In order to view the business rules related to the selected report, click the **Help** button.
Printer Icon	In order to print a report or document, click the Printer Icon in the *Report Viewer* screen.
Questions with an asterik (*) next to it follow the legend above.	If the question's response is "Yes", click the associated checkbox. If the question's response is "No", the associated checkbox needs to be empty. If the question's response is "Unknown", the associated check needs to be *blue*.
Save Icon	In order to export and save a document, (i) click the Save Icon, and a drop-down menu will appear, (ii) select the format for the document, (iii) select the location of where you would like to save the document, and (iv) click the **Save** button.
Scroll Bar	A scroll bar allows the user the move the window viewing area up, down, left, or right. The scroll bar can be vertical or horizontal and is commonly located on the far right or bottom of the window.
Back to Parent Report Button	In order to go back to the parent report, click the **Back to Parent Report** button.

BADGE Module

Style/Symbol	Meaning
Bolded	Name of a function, key, button, or option.
Hyperlink	Press the Ctrl key and click the hyperlink in order to be transferred to another document or a specific topic within the same document for more information.
Italicized	Name of a tab.
Notepad Bullet	Tips and notes provide additional information, exceptions, or special circumstances that apply to a particular topic or area in BADGE.
Reference Bullet	Refer to another page or resource for additional information.
Underlined and Italicized	Name of a screen.
	Denotes a locked item or record that cannot be changed.

BADGE Report Buttons and Operations

Symbol	Meaning
First Page Button	In order to go to the first page of a report, click the **First Page** button.
Previous Page Button	In order to go to a previous page in a report, click the **Previous Page** button.
of 1 Page Number Text Box	To go to a specific page in a report, (i) type the page number into the text box, and then (ii) hit enter on your keyboard order to go to that page.
Next Page Button	In order to go to the next page in a report, click the **Next Page** button.
Last Page Button	In order to go to the last page of a report, click the **Last Page** button.
Stop Rendering Button	Click the **Stop Rendering** button, and the report processing will be cancelled.
Refresh Icon	Click the **Refresh Icon** to refresh the data in the report.
Print Layout Icon	In order to preview what a report will look like before printing, click the **Print Layout** button.
Page Setup Icon	(i) Click the **Page Setup** Icon and the *Page Setup* screen will appear. (ii) Select Size, Source, Orientation, and Margin options, and click (iii) the **OK** button.
Save Icon	In order to export and save a report, (i) click the **Save Icon**, and a drop-down menu will appear, (ii) select the format for the document, (iii) select the location of where you would like to save the document, and (iv) click the **Save Icon**.
100% Zoom Menu	(i) Click the **Zoom** drop-down menu, and (ii) select an option to zoom in on the report.
Find | Next Find Text in Report text box and Find/Next buttons	In order to find specific text in a report, (i) type the text into the text box, and (ii) click the **Find** button. (iii) Click the **Next** button to continue viewing the results for the **Find Text** search.
Get History Get History Button	In order to view the juvenile's history report, type in the **Juvenile #**, click the **Get History** button, and the Juvenile History Report will appear. The report lists the intakes, social history, detention history, reports completed, services provided, CPR services, worker assignment, risk assessment history, ACE, and contact information.

The BADGE manuals are instructional guides for users to understand how to use BADGE. The BADGE manuals will apply the same formatting but individual information. This manual addresses the BADGE Community Insight Reports module.

The reports that show a past 13 months/quarters graph do not include data from the current month. The date selections ONLY affect the data shows in the pie chart and the click through detailed reports on the second page.

Updates to the manuals are made frequently and uploaded to DJJ's website without any notification. For this reason, it is recommended that you access the manuals solely through the website instead of downloading and printing them to ensure that you have the most up-to-date version.

Community Insight Reports Module

From the *BADGE* home screen:

1. (i) Click the **JTS Modules** menu, (ii) select the **Community Insight Reports** option from the drop-down menu, and the *Community Insight Reports* screen will appear.
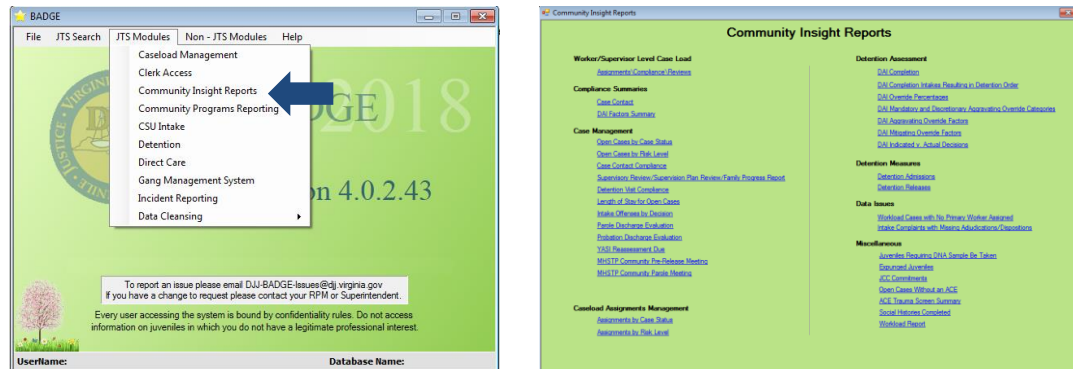
The *Community Insight Reports* screen provides users with various reports to pull Case Management information.

Worker/Supervisor Level Case Load
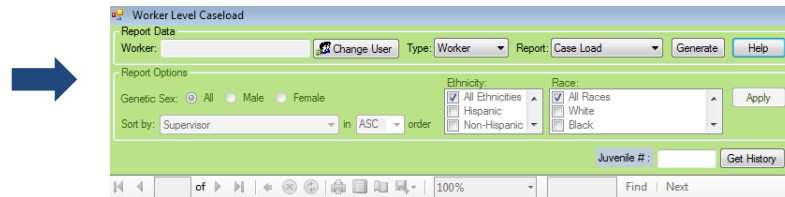
1. **Assignments\Compliance\Reviews**
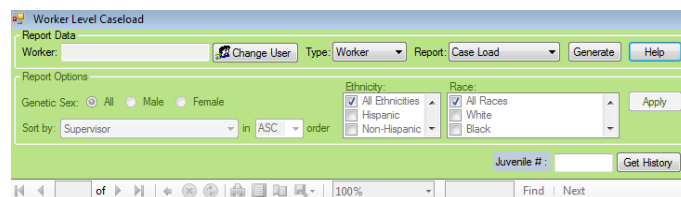
   a. The **Assignments\Compliance\Reviews** provides four different reports with various information.
   - i. The **Case Load** report lists the supervisor, FIPS, caseload number, juvenile number, case status, status start date, juvenile name, risk level, assignment, and date assigned information.
   - ii. The **Case Contact Compliance** report lists the supervisor, FIPS, caseload number, juvenile number, case status, juvenile name, contact requirement status, and contacts count probation: client primary probation officer/client total parole level 1-4: clients/out of office/parent, contacts count: direct care client/parent/parent face-to-face and residential placement client/client, monthly/parent, and probation other: client.
   - iii. The **Cases Review Status** report lists the supervisors, FIPS, caseload number, juvenile number, case status, status start date, juvenile name, supervision plan review due date, and supervisory review due date information.

iv. The **Case Load Summary** report lists the worker, status, total, and FIPS and listed under each status is the supervisor, FIPS, caseload number, juvenile number, status start date, juvenile name, risk level, risk assessment type, assignment, and date assigned information.

b. (i) Click the **Assignments\Compliance\Reviews** hyperlink and the _Worker Level Caseload_ screen will appear. The **Worker, Type,** and **Report** fields will auto-populate. (ii) Select the **Report Data** options, (iii) click the **Generate** button, and the selected report will appear.

🐾 Refer to Appendix A for instructions on how to use the **Change User** button.

c. After the report is generated, the **Report Options** will become accessible. Select the **Report Options** and click the **Apply** button.

🐾 Refer to Appendix B for instructions on how to use the **Report Options**.

Compliance Summaries

1. **Case Contact**

📒 The **Case Contact** report shows the last open case for a case status type within the specified time period.

📒 The **Case Contact** report is refreshed nightly.

a. The **Case Contact** report lists the FIPS, compliance status, count, percentage, and total for open direct care, residential placement-parole, open parole cases, open probation cases, and open residential placement/other probation cases information.

b. (i) Click the **Case Contact** hyperlink and the _Case Contact Compliance Summary_ screen will appear. The **Status Type**, **Report Type**, **CSU**, **FIPS**, **Year**, and **Month** fields will auto-populate. (ii) Select the **Report Data** options, (iii) click the **Generate** button, and the selected report will appear.

2. **DAI Factors Summary**

> The **DAI Factors Summary** report shows regular DAIs completed during selected time period that resulted in a discretionary override. Judge ordered detentions are not included.

a. The **DAI Factors Summary** report lists the CSU, FIPS, aggravating override factors for regular DAIs and mitigating override factors for regular DAIs information.

b. (i) Click the **DAI Factors Summary** hyperlink and the *DAI Factors Summary* screen will appear. The **Begin Date**, **End Date**, **CSU**, **FIPS, Genetic Sex, Race,** and **Ethnicity** fields will auto-populate. (ii) Select the report options, (iii) click the **Generate** button, and the selected report will appear.

Case Management

1. **Open Cases by Case Status**
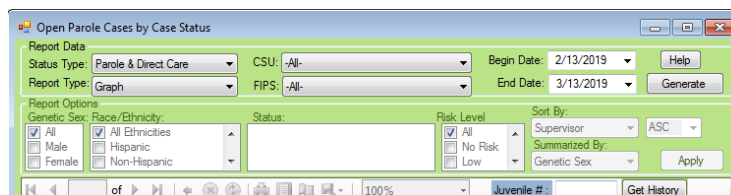
> For the **Open Cases by Case Status** report, age is calculated based on the most recent status start date within the specified time.

> The **Open Cases by Case Status** report shows the last open parole case status within the specified time.

a. The **Open Cases by Case Status** report provides five different reports listing the CSU, FIPS, case status, total, genetic sex, supervisor name, worker name, caseload number, juvenile number, age, status start date, status end date, risk level, school name, grade level, living with, and percentage information for each **Status Type**.

i. The **Parole & Direct Care** report lists the committed to DJJ, level 1-4 parole, and residential placement-parole information.

ii. The **Probation** report lists the 3 – probation residential treatment program (not judge ordered), 3 – probation levels 1, 2, 3, and 4, and 8 – probation contacts less than one a month information.

iii. The **Inactive** report lists the 8 – inactive according to plan, 8 – inactive courtesy supervision in another CSU, and 8 – inactive supervision by another state information.

iv. The **Absconder** report lists the 7 – absconder one contact a month, 7 – absconder 1 contact a week, and 7 – absconder 3 contacts a week information.

v. The **Court-Ordered Out-of-Home Placement** report lists 4 – post-D detention under 30 days without probation, 4 – post-D detention under 30 days with probation, 4 – post-D detention with program over 30 days without probation, 4 – post- D detention with program over 30 days with probation, 4 – post-D residential (judge ordered) with case management, and 4 – post-D residential (judge ordered) with probation information.

vi. The **Other** report lists 1 - diversion at intake, 1 – pre-D 1 contact a month, 1 – pre-D tracking only, 2 – post-D case management, 2 – post-D referral and tracking level 1, 8 – diversion program beyond 90 days, 8 – ICJ pending, 8 – judicially ordered unsupervised probation, 8 – pending CSU supervision transfer (receiving CSU only) information.

b. (i) Click the **Open Cases by Case Status** hyperlink and the *Open Parole Cases by Case Status* screen will appear. The **Status Type, Report Type, CSU, FIPS, Begin**

Date, and **End Date** fields will auto-populate. (ii) Select the **Report Data** options, (iii) click the **Generate** button, and the selected report will appear.
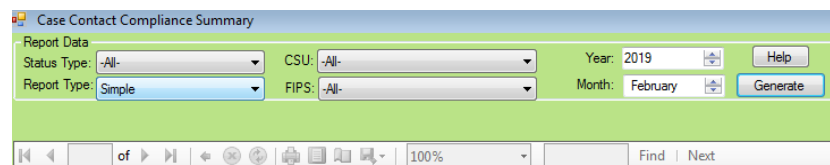

c. After the report is generated, the **Report Options** will become accessible. Select the **Report Options** and click the **Apply** button.

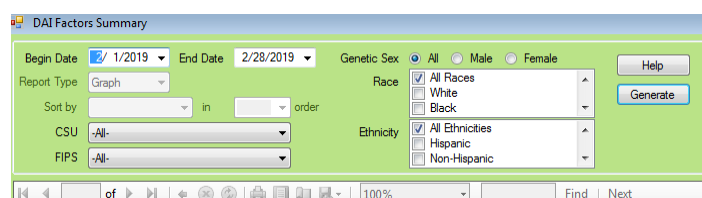Refer to Appendix B for instructions on how to use the **Report Options**.

2. **Open Cases by Risk Level**

The **Open Cases by Risk Level** report shows the last open parole/probation/ committed to DJJ case status within the specified time period.

a. The **Open Cases by Risk Level** report lists the CSU, FIPS, genetic sex, supervisor, worker, caseload number, juvenile number, juvenile name, case status, status start date, status end date, risk level, risk assessment type, date completed, total, and percentage information for no, low, medium, high, pending, and missing risk levels based on the **Report Type**.

b. (i) Click the **Open Cases by Risk Level** hyperlink and the *Open Juvenile Cases by Risk Level* screen will appear. The **Status Type, Report Type, CSU,** and **FIPS** fields will auto-populate. (ii) Select the **Report Data** options, (iii) click the **Generate** button, and the selected report will appear.

The **Case Contact Compliance** report shows the last open parole case status within the specified time period.

Monthly summary data is refreshed nightly.

c. After the report is generated, the **Report Options** will become accessible. Select the **Report Options** and click the **Apply** button.

Refer to Appendix B for instructions on how to use the **Report Options**.

3. **Case Contact Compliance**

a. The **Case Contact Compliance** report provides six different reports listing the CSU, FIPS, compliance status, date, supervisor, worker, caseload number, juvenile number, juvenile name, case status, status start date, standard adjustment, and genetic sex information for each **Status Type**.

i. The **Parole** report lists the contacts parent, primary probation officer, client in and out of CSU information.

ii.   The **Probation** report lists the contacts primary probation officer and client total.

iii.   The **Direct Care/Residential-Parole Cases** report lists the contacts client and parent face to face, and the last client contact (within 90 days) date.

iv.   The **Prob. Residential/Other** report lists the contacts client face to face or video, and the last client contact (within 90 days) information.

v.   The **Pre-Dispositional** report lists the contacts primary probation officer and client total.

vi.   The **Diversion** report lists the contacts primary probation officer and client total.

1.   Click the **Case Contact Compliance** hyperlink and the *Contact Compliance for Open Parole Cases* screen will appear. The **Status Type, Report Type, CSU, FIPS, Year,** and **Month** fields will auto-populate. (ii) Select the **Report Data** options, (iii) click the **Generate** button, and the selected report will appear.

2.   After the report is generated, the **Report Options** will become accessible. Select the **Report Options** and click the **Apply** button.

🐞 Refer to Appendix B for instructions on how to use the **Report Options**.

3.   **Supervisory Review Supervision Plan Review/Family Progress Report**

🍂 The **Supervisory Review/Supervision Plan Review/ Family Progress Report** is refreshed nightly.
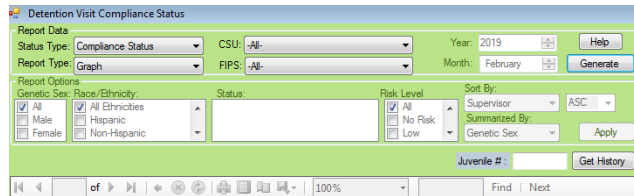
🍂 Only reviews done by CSU personnel are counted towards compliance.

a.   The **Supervisory Review/Supervision Plan Review/Family Progress Report** provides three different reports listing CSU, FIPS, status, total, percentage, supervisor, worker, genetic sex, caseload number, juvenile number, case status, status start date, last review date, and review due date information for each **Status Type**.

i.   The **Supervisory Review** report displays the supervisory review due dates for all open cases.

ii.   The **Supervision Plan Review** report displays the supervision plan review due dates for all open cases.

iii. The **Family Progress** report displays the family progress report due dates for all open direct care cases.

b.   (i) Click the **Supervisory Review/Supervision Plan Review/Family Progress Report** hyperlink and the *Supervisory Review Status for Open Cases* screen will appear. The **Status Type, Report Type, CSU,** and **FIPS** fields will auto-populate. (ii) Select the **Report Data** options, (iii) click the **Generate** button, and the selected report will appear.

c. After the report is generated, the **Report Options** will become accessible. Select the **Report Options** and click the **Apply** button.

📚 Refer to Appendix B for instructions on how to use the **Report Options**.

5. **Detention Visit Compliance**

a. The **Detention Visit Compliance** report lists the CSU, FIPS, genetic sex, status, supervisor, worker, caseload number, juvenile number, juvenile name, ICN, facility, admission date, and last visit date information for each **Status Type**.
   i. The **Compliance Status** report displays the statuses as in compliance, pending first contact, and out of compliance.
   ii. The **Contacts Due Dates** report displays the compliance statuses as due in five days or less, due in more than five days, and overdue.

b. (i) Click the **Detention Visit Compliance** hyperlink and the *Detention Visit Compliance Status* screen will appear. The **Status Type, Report Type, CSU,** and **FIPS** fields will auto-populate. (ii) Select the **Report Data** options, (iii) click the **Generate** button, and the selected report will appear.

c. After the report is generated, the **Report Options** will become accessible. Select the **Report Options** and click the **Apply** button.

📚 Refer to Appendix B for instructions on how to use the **Report Options**.

6. **Length of Stay for Open Cases**

The **Length of Stay for Open Cases** report shows the last open parole/probation case status within the specified time.

a. The **Length of Stay for Open Cases** report lists the CSU, FIPS, genetic sex, length of stay, supervisor, worker, juvenile number, juvenile name, current status, status start date, status end date, length of stay in months, dynamic risk level, and overall risk level information for each **Status Type**.
   i. The **Parole** report displays level 1-4 parole, and residential placement-parole information.
   ii. The **Probation** report displays probation (low, moderate, and high), intensive probation, and residential placement-probation/other probation cases information.

b. (i) Click the **Length of Stay for Open Cases** hyperlink and the *Length of Stay for Open Parole Cases* screen will appear. The **Status Type, Report Type, CSU, FIPS, Month,** and

Year fields will auto-populate. (ii) Select the **Report Data** options, (iii) click the **Generate** button, and the selected report will appear.

c. After the report is generated, the **Report Options** will become accessible. Select the **Report Options** and click the **Apply** button.

🐯 Refer to Appendix B for instructions on how to use the **Report Options**.

7. **Intake Offenses by Decision**

a. The **Intake Offenses by Decision** report lists CSU, FIPS, offense decision, genetic sex, worker, intake case number, juvenile number, juvenile name, date opened, date closed, VCC, and offense heading information.

b. (i) Click the **Intake Offenses by Decision** hyperlink, and the *Intake Offenses by Decision* screen will appear. The **Status Type, Report Type, CSU, FIPS, Year,** and **Month** fields will auto-populate. (ii) Select the **Report Data** options, (iii) click the **Generate** button, and the selected report will appear.
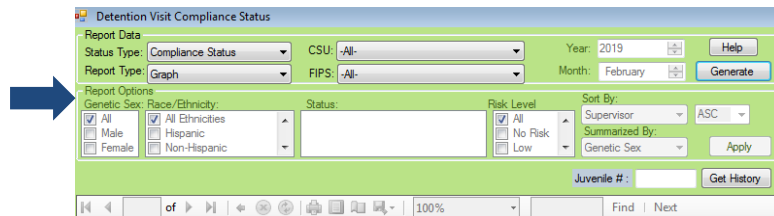

c. After the report is generated, the **Report Options** will become accessible. Select the **Report Options** and click the **Apply** button.

🐯 Refer to Appendix B for instructions on how to use the **Report Options**.

8. **Parole Discharge Evaluation**

📋 For the **Parole Discharge Evaluation** and **Probation Discharge Evaluation** reports, the percentages for school attendance, employment, substance abuse and length of residency are based on the number of discharge evaluations

a. The **Parole Discharge Evaluation** report lists the discharge type (based on status closed code), discharge evaluation, school attendance, employment, substance abuse, length of residency, FIPS, CSU, caseload number, juvenile number, juvenile name, end date, case status, primary probation officer on the date of release, genetic sex,

race/ethnicity, most serious offense associated with the closed status, and the workload case status closed code information.

b. (i) Click the **Parole Discharge Evaluation** hyperlink and the *Discharge Evaluation Summary* screen will appear. The **Begin Date**, **End Date,** and **CSU** fields will auto-populate. (ii) Select the options, (iii) click the **Generate** button, and the selected report will appear.

9. **Probation Discharge Evaluation**

a. The **Probation Discharge Evaluation** report lists the discharge type (based on status closed code), discharge evaluation, school attendance, employment, substance abuse, length of residency, FIPS, CSU, caseload number, juvenile number, juvenile name, end date, case status, primary PO on the date of release, genetic sex, race/ethnicity, most serious offense associated with the closed status, and the workload case status closed code information.

b. (i) Click the **Probation Discharge Evaluation** hyperlink and the *Discharge Evaluation Summary* screen will appear. The **Begin Date, End Date,** and **CSU** fields will auto-populate. (ii) Select the options, (iii) click the **Generate** button, and the selected report will appear.

10. **YASI Reassessments Due**

a. The **YASI Reassessments Due** report lists the CSU, FIPS, supervisor, worker, juvenile number, juvenile name, case status, status start date, last review/release date, review due date, dynamic risk level, overall risk level, and days overdue information.

b. (i) Click the **YASI Reassessments Due** hyperlink and the *Open Parole YASI Reassessments Due* screen will appear. The **Status Type, Report Type, CSU,** and **FIPS** fields will auto-populate. (ii) Select the **Report Data** options, (iii) click the **Generate** button, and the selected report will appear.
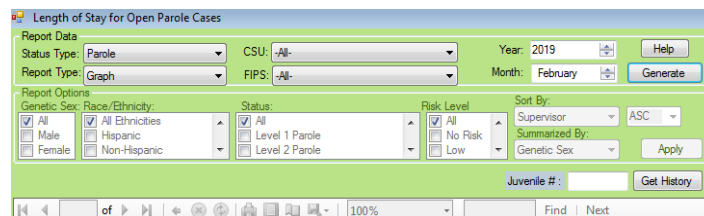

c. After the report is generated, the **Report Options** will become accessible. Select the **Report Options** and click the **Apply** button.

🐯 Refer to [Appendix B](#) for instructions on how to use the **Report Options**.

11. **MHSTP Community Pre-Release Meeting**

a. The **MHSTP Community Pre-Release Meeting** report lists the CSU, FIPS, juvenile number, juveniles last name, juveniles first name, alert type, JCC, early release date, MHSTP 30-day due date, JCC release date, review status, and last review date information.

b. (i) Click the **MHSTP Community Pre-Release Meeting** hyperlink and the *MHSTP Community Pre-Release Meeting* screen will appear. The **CSU** and **FIPS** fields will auto-populate. (ii) Select the options, (iii) click the **Generate** button, and the selected report will appear.

12. **MHSTP Community Parole Meeting**

a. The **MHSTP Community Parole Meeting** report lists the CSU, FIPS, juvenile number, juvenile last name, juvenile first name, alert type, JCC release date, MHSTP 90-day due date, review status, and last review date information.

b. (i) Click the **MHSTP Community Parole Meeting** hyperlink and the *MHSTP Community Parole Meeting* screen will appear. The **CSU** and **FIPS** fields will auto-populate. (ii) Select the options, (iii) click the **Generate** button, and the selected report will appear.

Caseload Assignments Management

1. **Assignments by Case Status**

a. The **Assignments by Case Status** report lists FIPS, CSU, genetic sex, case status, supervisor, worker, caseload number, juvenile number, juvenile name, and start date information.

b. (i) Click the **Assignments by Case Status** hyperlink and the _Assignments by Case Status_ screen will appear. The **Status Type, Report Type, CSU,** and **FIPS** fields will auto-populate. (ii) Select the **Report Data** options, (iii) click the **Generate** button, and the selected report will appear.

c. After the report is generated, the **Report Options** will become accessible. Select the **Report Options** and click the **Apply** button.

🐯 Refer to Appendix B for instructions on how to use the **Report Options**.

2. **Assignments by Risk Level**

a. The **Assignments by Risk Level** report lists CSU, FIPS, juvenile number, juvenile name, caseload number, case status, risk level, risk assessment type, and risk assessment date information.

b. (i) Click the **Assignments by Risk Level** hyperlink and the _Assignments By Risk Level_ screen will appear. The **Status Type, Report Type, CSU,** and **FIPS** fields will auto-populate. (ii) Select the **Report Data** options, (iii) click the **Generate** button, and the selected report will appear.

c. After the report is generated, the **Report Options** will become accessible. Select the **Report Options** and click the **Apply** button.

🐯 Refer to Appendix B for instructions on how to use the **Report Options**.

Detention Assessment

The **DAI Completion** report shows the last open parole/probation/committed to DJJ case status and all detention eligible intakes received during within the specified time.

1. **DAI Completion**
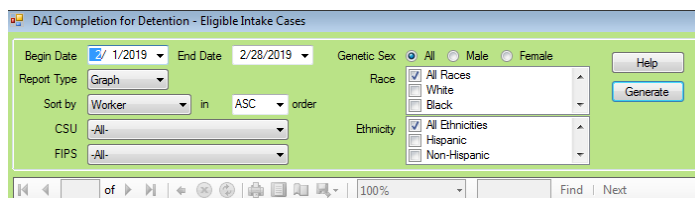
a. The **DAI Completion** report lists CSU, FIPS, DAI, genetic sex, worker, case number, juvenile name, juvenile number, opened date, and closed date information.
b. (i) Click the **DAI Factors Summary** hyperlink and the _Detention Assessment Instrument (DAI) Completion_ screen will appear. The **Begin Date**, **End Date, Report Type, Sort by, CSU, FIPS, Genetic Sec, Race,** and **Ethnicity** fields will auto-populate. (ii) Select the options, (iii) click the **Generate** button, and the selected report will appear.

2. **DAI Completion Intakes Resulting in Detention Order**

The **DAI Completion Intakes Resulting in Detention Order** shows the intakes resulting in detention order ("03, '13") received during the selected time.
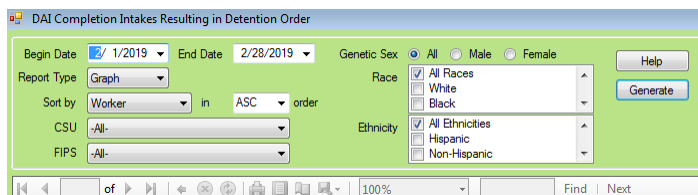
a. The **DAI Completion Intakes Resulting in Detention Order** report lists the CSU, FIPS, genetic sex, worker, case number, juvenile name, juvenile number, opened date, and closed date information.
b. Click the **DAI Completion Intakes Resulting in Detention Order** hyperlink and the _DAI Completion Intakes Resulting in Detention Order_ screen will appear. The **Begin Date**, **End Date, Report Type, Sort by**, **CSU, FIPS, Genetic Sex, Race,** and **Ethnicity** fields will auto-populate. (ii) Select the appropriate options, (iii) click the **Generate** button, and the selected report will appear.

3. **DAI Override Percentages**

The **DAI Override Percentages** report shows the completed DAIs for the selected time where the actual decision was for secure detention. Judge ordered detentions are not included.

a. The **DAI Override Percentages** report lists the CSU, FIPS, genetic sex, worker, case number, juvenile name, juvenile number, opened date, closed date, and override information.

The **DAI Mandatory and Discretionary Aggravating Override Categories** report shows the completed DAIs for the selected time frame where the actual decision was for secure detention. Judge ordered detentions are not included.

b. (i) Click the **DAI Override Percentages** hyperlink and the _DAI Override Percentages_ screen will appear. The **Begin Date, End Date, Report Type, Sort by, CSU, FIPS, Genetic Sex, Race,** and **Ethnicity** fields will auto-populate. (ii) Select the options, (iii) click the **Generate** button, and the selected report will appear.

4. **DAI Mandatory and Discretionary Aggravating Override Categories**

a. The **DAI Mandatory and Discretionary Aggravating Override Categories** report lists the CSU, FIPS, genetic sex, worker, case number, juvenile name, juvenile number, opened date, closed date, and override category information.

b. (i) Click the **DAI Mandatory and Discretionary Aggravating Override Categories** hyperlink and the _DAI Mandatory and Discretionary Aggravating Override Categories_ screen will appear. The **Begin Date, End Date, Report Type, Sort by, CSU, FIPS, Genetic Sex, Race,** and **Ethnicity** fields will auto-populate. (ii) Select the options, (iii) click the **Generate** button, and the selected report will appear.

5. **DAI Aggravating Override Factors**

The **DAI Aggravating Override Factors** and **DAI Mitigating Override Factors** reports shows regular DAIs completed during selected time that resulted in a discretionary override with aggravating override factor and in secure detention. Judge ordered detention are not included.

a. The **DAI Aggravating Override Factors** report lists the CSU, FIPS, genetic sex, worker, case number, juvenile name, juvenile number, opened date, closed date, and override factor information.

b. (i) Click the **DAI Aggravating Override Factors** hyperlink and the _DAI Aggravating Override Factors_ screen will appear. The **Begin Date, End Date, Report Type, Sort by, CSU, FIPS, Genetic Sex, Race,** and **Ethnicity** fields will auto-populate. (ii) Select the options, (iii) click the **Generate** button, and the selected report will appear.

6. **DAI Mitigating Override Factors**

a. The **DAI Mitigating Override Factors** report lists the CSU, FIPS, genetic sex, worker, case number, juvenile name, juvenile number, opened date, closed date, and override factor information.

b. (i) Click the **DAI Mitigating Override Factors** hyperlink and the _DAI Mitigating Override Factors_ screen will appear. The **Begin Date, End Date, Report Type, Sort by, CSU, FIPS, Genetic Sex, Race,** and **Ethnicity** fields will auto-populate. (ii) Select the options, (iii) click the **Generate** button, and the selected report will appear.

7. **DAI Indicated v. Actual Decisions**

a. The **DAI Indicated v. Actual Decisions** report lists the CSU, FIPS, genetic sex, worker, case number, juvenile name, juvenile number, opened date, closed date, and outcome information.

b. (i) Click the **DAI Indicated v. Actual Decisions** hyperlink and the _DAI Indicated v. Actual Decisions_ screen will appear. The **Begin Date, End Date, Report Type, Sort by, CSU, FIPS, Genetic Sex, Race,** and **Ethnicity** fields will auto-populate. (ii) Select the options, (iii) click the **Generate** button, and the selected report will appear.

Detention Measures

1. **Detention Admissions**

a. The **Detention Admissions** report provides three different reports listing the CSU, FIPS, status, genetic sex, intake worker, juvenile number, juvenile name, initial detention facility, admission date, release date, days detained, and detention assessment score information for each **Status Type**.

   i. The **Status** report lists a breakdown of secure detention admissions during the selected time period by disposition status at the time of admission.

   ii. The **DAI Categories** report lists a breakdown of secure detention admissions during the selected time period by the most serious DAI offense category.

   iii. The **Length of Stay** report lists a breakdown of secure detention admissions during the selected time period by the most serious DAI offense category.

   iv. (i) Click the **Detention Admissions** hyperlink and the _Secure Detention Admissions_ screen will appear. The **Status Type, Report Type, CSU, FIPS, Year,** and **Month** fields will auto-populate. (ii) Select the **Report Data** options, (iii) click the **Generate** button, and the selected report will appear.

>   v.   After the report is generated, the **Report Options** will become accessible. Select the **Report Options** and click the **Apply** button.

>   🐯   Refer to Appendix B for instructions on how to use the **Report Options**.

2.   **Detention Releases**

a.   The **Detention Releases** report provides three different reports listing the CSU, FIPS, genetic sex, status, intake worker, case number, juvenile number, juvenile name, initial detention facility, admission date, release date, initial status, most serious offense category, and days detained information for each **Status Type**.
>   i.   The **Status** report lists a breakdown of secure detention releases during the selected time period by disposition status at the time of admission.
>   ii.   The **DAI Categories** report lists a breakdown of secure detention releases during the selected time period by the most serious DAI offense category.
>   iii.   The **Length of Stay** report lists a breakdown of secure detention releases during the selected time period by the length of stay during pre-dispositional status.

b.   (i) Click the **Detention Releases** hyperlink and the *Secure Detention Releases* screen will appear. The **Status Type, Report Type, CSU, FIPS, Year,** and **Month** fields will auto-populate. (ii) Select the **Report Data** options, (iii) click the **Generate** button, and the selected report will appear.

c.   After the report is generated, the **Report Options** will become accessible. Select the **Report Options** and click the **Apply** button.

🐯   Refer to Appendix B for instructions on how to use the **Report Options**.

Data Issues

1. **Workload Cases with No Primary Worker Assigned**

a. The **Workload Cases with No Primary Worker Assigned** report lists the CSU, FIPS, caseload number, juvenile number, juvenile name, and start date information.

b. (i) Click the **Workload Cases with No Primary Worker Assigned** hyperlink and the *Workload Cases with No Primary Worker Assigned* screen will appear. The **Status Type, Report Type, CSU** and **FIPS** fields will auto-populate. (ii) Select the **Report Data** options, (iii) click the **Generate** button, and the selected report will appear.

c. After the report is generated, the **Report Options** will become accessible. Select the **Report Options** and click the **Apply** button.

🐞 Refer to Appendix B for instructions on how to use the **Report Options**.

2. **Intake Complaints with Missing Adjudications/Dispositions**

a. The **Juvenile Intake Complaints with Missing Adjudications/Dispositions** report lists the CSU, FIPS, juvenile number, juvenile name, intake date, ICN, VCC, and the flag number information.

b. (i) Click the **Intake Complaints with Missing Adjudications/Dispositions** hyperlink and the *Intake Complaints with Missing Adjudications/Dispositions* screen will appear. The **Begin Date, End Date**, and **CSU** fields will auto-populate. (ii) Select the options, (iii) click the **Generate** button, and the selected report will appear.

Miscellaneous

1. Juveniles Requiring DNA Sample Be Taken

For the **Juveniles Requiring DNA Sample Be Taken** report:

If the juvenile is on probation or parole, he/she is listed under the appropriate CSU. If the juvenile is in a JCC then he/she is listed under that JCC. If the juvenile is not on probation or parole, or is not in a JCC, he/she is not listed.

The report is not intended to be an exact representation of DNA samples needed. It represents the juveniles that we suspect a DNA sample is needed for given the data provided. Information should be verified before requesting a sample be obtained.

Juveniles that have had their sample recorded in BADGE as having been taken, are not included.

a. The **Juveniles Requiring DNA Sample Be Taken** report identifies the juveniles that have a felony charge at the time that the juvenile was 14 years of age or older and lists CSU, FIPS, juvenile name, juvenile number, date of birth, charged offense, offense date, adjudicat ion, date adjudicated, and amended charge information.

b. (i) Click the **Juveniles Requiring DNA Sample Be Taken** hyperlink and the *Community Insight Report Parameters* screen will appear. The **Status Type, Report Type, CSU,** and **FIPS** will auto-populate. (ii) Select the **Report Data** options, (iii) click the **Generate** button, and the selected report will appear.

2. Expunged Juveniles

a. The **Expunged Juveniles** report lists the CSU, intake FIPS, last name, first name, juvenile number, detention admission sequence, age, date of birth, date expunged, series number, total number, and date of birth range information.

b. (i) Click the **Expunged Juveniles** hyperlink and the *Expunged Juveniles* screen will appear. The **CSU** field will auto-populate. (ii) Select the **CSU**, (iii) click the **Generate** button, and the selected report will appear.

3. JCC Commitments

If your list on the **Expunged Juveniles** report shows a juvenile's name associated with multiple localities for the same CSU, it is because there was some type of interaction with this juvenile in each locality and you may or may not have any documents. If you have documentation, please be sure to include it on the RM3 for your branch.

a. The **JCC Commitments** report lists the CSU, FIPS, juvenile number, juvenile name, genetic sex, race, and commitment date information.

b. (i) Click the **JCC Commitments** hyperlink and the *JCC Commitments* screen will appear. The **Begin Date, End Date,** and **CSU** fields will auto-populate. (ii) Select the options, (iii) click the **Generate** button, and the selected report will appear.
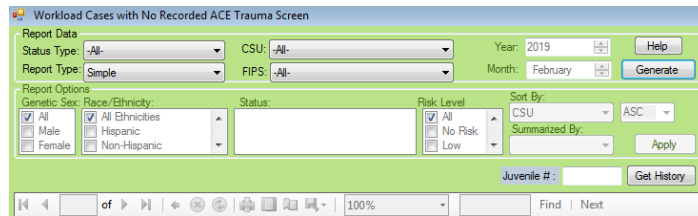
4. Open Cases Without an ACE

a. The **Open Cases Without an ACE** report lists the CSU, FIPS, supervisor, worker, juvenile number, juvenile name, and case status information.
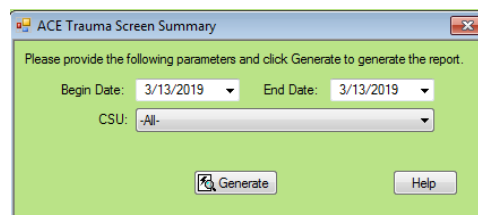
b. (i) Click the **Open Cases Without an ACE** hyperlink and the *Workload Cases with No Recorded ACE Trauma Screen* will appear. The **Year and Month** fields will not be accessible. (ii) Select the options, (iii) click the **Generate** button, and the selected report will appear.
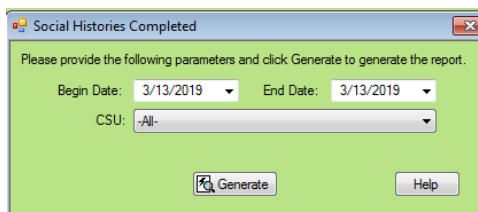

c. After the report is generated, the **Report Options** will become accessible. Select the **Report Options** and click the **Apply** button.

🐞 Refer to Appendix B for instructions on how to use the **Report Options**.

5. **ACE Trauma Screen Summary**

🔸 For the **ACE Trauma Screen Summary** report, the percentages for each question are based on the number of ACE Trauma Screens completed.
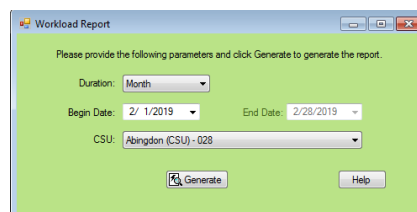
a. The **ACE Trauma Screen Summary** report lists the juvenile's ACE trauma information.
b. (i) Click the **ACE Trauma Screen Summary** hyperlink and the *ACE Trauma Screen Summary* screen will appear. (ii) Select the options, (iii) click the **Generate** button, and the selected report will appear.

6. **Social Histories Completed**

a. The **Social Histories** report lists the juvenile's social history information by Worker, CSU, Juvenile Number, Juvenile Name, Report Type, and Date Completed fields.
b. (i) Click the **Social Histories** hyperlink and the *Social Histories Completed* screen will appear. (ii) Select the options, (iii) click the **Generate** button, and the selected report will appear.

7. **Workload Report**

a. The **Workload** report lists a selected CSU's workload information by status code, report type, and intakes. Each category lists a static workload value and the hours/month for the selected timeframe. Under Status Code is listed the total CCD (Child Care Days) and ADP (Average Daily Population) by workload case status. Report Type displays the total reports
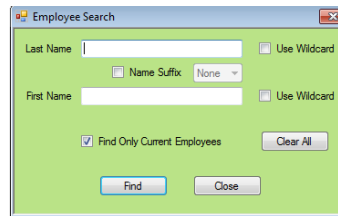
and monthly average number of reports generated by report type. Intakes lists the total intakes and monthly average number of intakes completed by intake type. The report also displays the demand in hours, which is a summation of the hours/month for status code, report type, and intakes. The FTE needed shows the number of positions needed to complete the work generated in a given month. Other fields displayed on the report (i.e., FTE assigned, special positions, FTE filled, and FTE variance from assigned) must be filled in by the user.

i.   (i) Click the **Workload Report** hyperlink and the _Workload Report_ screen will appear. (ii) Select the options, (iii) Click the **Generate** button, and the selected report will appear.

ii. Click the **Help** button for more information on how data in the report are calculated.
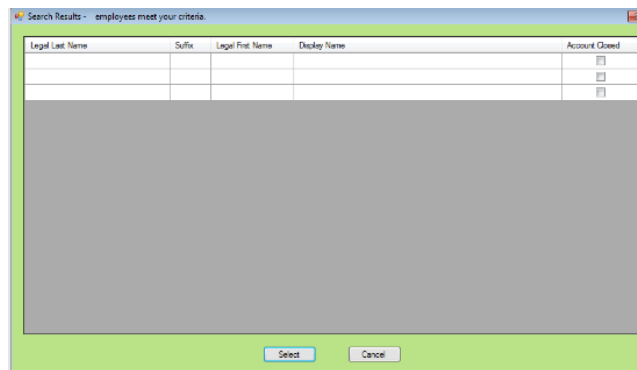
Appendix A

In order to use the **Change User** button:

1. Click the **Change User** button and the _Employee Search_ screen will appear.

a. Type the **Last Name**.
b. Click the **Use Wildcard** checkbox and the employee search will match any character or sequence of characters that you put in the **Last Name** field.
c. Click the **Name Suffix** checkbox in order to select a suffix from the drop-down menu.
d. Type the **First Name**.
e. Click the **Use Wildcard** checkbox and the employee search will match any character or sequence of characters that you put in the **First Name** field.
f. Search using the employee's work, cell, or fax number by typing it into the **Phone** textbox.
g. The **Find Only Current Employees** checkbox will be selected automatically. If you would like to include former employees in your search results, uncheck this checkbox.
h. Click the **Find** button and the _Search Results_ screen will appear.

In order to yield broader search results, type ONLY two or three characters of the last and first name and, select **Use Wildcard**.

i. (i) Select an employee's name, and the row will be highlighted in _blue_, (ii) click the **Select** button, and the selected name will auto-populate into the **Worker** field.

<u>Appendix B</u>

There are four **Report Type** options that may be available for the reports:

<u>Simple</u> | <u>Graph</u> | <u>CSU/FIPS</u> | <u>Summary</u>

Simple

A **Simple** report type displays information that meets the selected report data options and breaks them down into a table with labeled headings.

🔹 Enter the **Juvenile #** and (ii) click the **Get History** button to view the **Juvenile History Report**.

🔹 The **Back to Parent Report** button will not be accessible.

🔹 The **Stop Rendering** button is only accessible when the report is being generated.

🔹 If you click the **Refresh** button without saving changes or additions, any new information entered will be cleared.

After selecting all the report data options, and selecting **Simple** for the **Report Type**, the specific report will appear. The **Simple** report screen does not offer any additional hyperlinks.
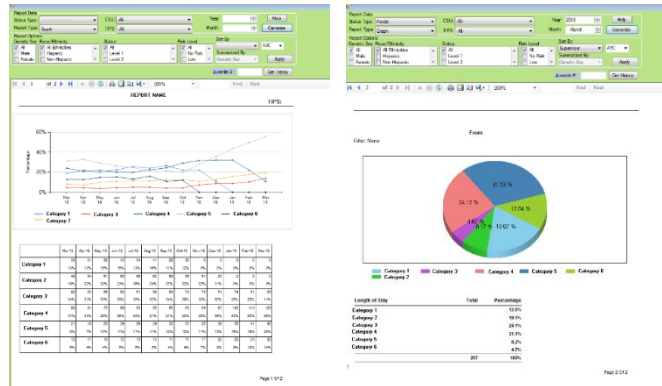
1. **Report Options**
   a. Many reports will provide a **Report Options** section that will be located at the top of the screen. The **Report Options** allow the user to adjust the information that is listed in the table.
   b. The **Sort By** drop-down menu allows the user to change the order that the information is presented. The user can select "**ASC**" for ascending or "**DESC**" for descending the information based on the selected **Sort By** option.

2. **Report Buttons**
   a. Click the **Next Page** button to go to the next page, (ii) click the **Last Page** button to go to the last page of the report, (iii) click the **Previous Page** button to go back to the previous page, and (iv) click the **First Page** button to go to the first page of the report.
   b. (i) Click the **Stop Rendering** button to cancel generating the report and (ii) click the **Refresh** button to ensure the most current information is being displayed
   c. (i) Click the **Print** button to print the report, (ii) click the **Page Layout** button to view the print layout of the report, (iii) click the **Page Setup** button to select the setup of the page, (iv) click the **Export** button and (v) select the appropriate drop-down option to export the report to.
   d. (i) Select a **Zoom** option to zoom into the report, (ii) enter a key word into the **Find Text in Report** textbox, (iii) click the **Find** button to find the key word, and (iv) click the **Next** button to go to the next spot in the report that has the key word.
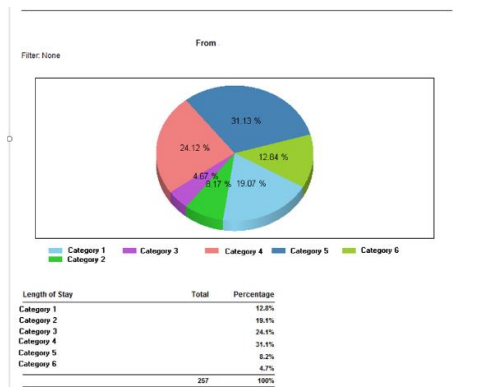
Graph

A **Graph** report type displays information that meets the selected report data options by providing visual aids for data through different graphs (line graphs, tables, and pie charts).

After selecting all the report data options, and selecting **Graph** for the **Report Type**, the specific report will appear. The graphs can also include hyperlinks to additional detailed report information.

1. **Pie Chart**
    a. A pie chart included in a **Graph** report type will display information divided into sectors by percentages of different report categories. In addition, the pie chart includes hyperlinks that allow a user to access and review additional report details.

    b. To use pie chart hyperlinks: (i) Place your cursor over the section of the pie chart you would like to get detailed information on, and (ii) click on the hyperlink, and a new report will open with additional data.

2. **Table**
    a. The table included in a **Graph** report type will display information spread out in a table. In addition, the table includes hyperlinks that allow a user to access and review additional report details.
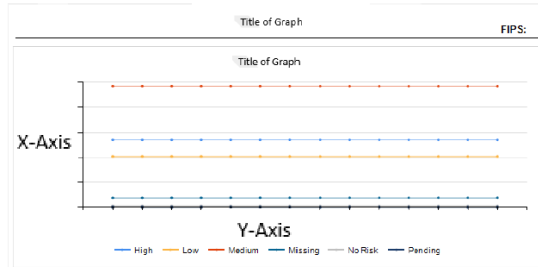
A hand cursor will appear over the specific data on the **Table** when there is an active hyperlink.

b. To use table hyperlinks: (i) Place your cursor over the specific data on the table that you would like to review, and (ii) click on the hyperlink, and a new report will open with additional data.

3. **Line Graph**

a. A line graph included in a **Graph** report type will display report data in a series of connected data points. The line graph lists the report name at the top and will include percentages for specific report data on the Y-axis for a given time period show on the X-axis.

- X-axis is the vertical axis of the system of coordinates.

- Y-Axis is the horizontal axis of the system of coordinates.

b. A color-coded report key will be displayed at the bottom of the line graph that indicates the data point categories by name and color.

CSU/FIPS

A **CSU/FIPS** report type displays information that meets the selected report data options and divides it by specific CSU/FIPS.

After selecting all the report data options, and selecting **CSU/FIPS** for the **Report Type**, the specific report will appear. The **CSU/FIPS** report screen does not offer any additional hyperlinks.

Summary

A **Summary** report type displays information that meets the selected report data options and puts them in a spreadsheet based on a specific category.

A hand cursor will appear over specific data on the **Summary** report when there is an active hyperlink.

After selecting all the report data options, and selecting **Summary** for the **Report Type**, the specific report will appear. The summary will also include hyperlinks to additional detailed report information.

Hyperlinks

1. Place your cursor over the specific data on the spreadsheet that you would like to review, and (ii) click on the hyperlink, and a new report will open with additional data.

Document Revisions

Revision Date	Revised Item	Revision Details
August 21, 2018	Absconder statuses added to Several Reports	Assignments/Compliance/Reviews – Case Reviews Report, Open Cases by Risk Level, Supervisory Review/Supervision Plan Review/Family Progress Report – Supervisory Review Report and Supervision Plan Report, and Length of Stay for Open Cases.
August 21, 2018	Assignments by Case Status Report	Absconder and Tracking Only were added as case Status Category Options.
September 15, 2018	Title Page / Headings / Format / Screenshots	The format, headings, title page, and screenshots have been updated for correction and consistency.
January 15, 2019	Parole and Probation Discharge Evaluation Reports	An update to the Parole and Probation Discharge Evaluation reports added the following fields to the reports: primary PO on the date of release, genetic sex, race/ethnicity, most serious offense with the closed status, and the workload case status closed code.
February 28, 2019	Report KEY/LEGEND	The Report KEY/LEGEND was added to the Reports section to provide report buttons and operations instructions.
March 12, 2019	Workload Report	The Workload report was created and can be found under the Miscellaneous reports.
July 23, 2019	Intake Complaints with Missing Adjudications/Dispositions	The Intake Complains with Missing Adjudications/Dispositions report was created and can be found under the Data Issues reports.